

**CLASS TITLE: LIBRARY PROGRAM SPECIALIST II**

**Class Code: 02713600**  
**Pay Grade: 28A**  
**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform complex professional responsibilities in planning, developing and implementing one or more areas of library, information and consultant services on a statewide basis; to participate in the planning and development of program policies, procedures and standards; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the supervision of a superior with considerable latitude for the exercise of independent judgement and initiative; work is reviewed through conferences and reports.

**SUPERVISION EXERCISED:** May supervise the work of technical and support personnel assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform complex professional responsibilities in planning, implementing and managing one or more areas of library, information and consultant services on a statewide basis.

To participate in the planning and development of program policies, procedures and standards.

To be responsible for one project area with subsidiary responsibility for other areas.

To develop, implement and evaluate library network and local library development projects and related policies and procedures.

To develop, implement and evaluate library services to the blind and physically handicapped.

To coordinate the daily operations of the regional library for the blind and physically handicapped.

To plan and implement training programs for employees and trustees.

To service as a liaison between libraries, community organizations, and government agencies to disseminate information related to library programs and projects.

As required, to supervise the work of project staff.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques of library science and the ability to apply such knowledge in the delivery of library, information and consultant services on a statewide basis; a working knowledge of the basic principles of library management including the supervision of subordinate staff; the ability to plan, develop and implement library programs and projects; the ability to plan and implement training programs for employees; the ability to establish and maintain effective working relationships with staff members, trustees, other governmental agencies and the public; and related capacities and abilities.

**EDUCATION & EXPERIENCE:**

**Education:** Such as may have been gained through: possession of a Master's Degree in Library Science from a graduate library school accredited by the American Library Association; and

**Experience:** Such as may have been gained through: at least three years of professional library experience in a governmental, educational, public or private library.

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